

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 8.06.00
SUBJECT: LINE OF DUTY DEATHS
EFFECTIVE: OCTOBER 1, 2000
REVIEW: OCTOBER 2003, 2006, 2009

1. **PURPOSE.** To provide an established procedure of support and emotional care for a Beaverton Police Department (BPD) member's family in the event of a line-of-duty death either unlawful or accidental. Coordination of events following the line-of-duty death of a police officer is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as an obligation to the member's survivors and to the law enforcement community. In order to provide the best possible services and support for the member's family, specific tasks may be assigned to selected members of the Department.

2. **POLICY.** BPD will provide support and emotional care to immediate survivors of a BPD member who is killed in the line-of-duty or who dies a natural or accidental death. The wishes of the family regarding funeral arrangements take priority over the desires of the Department. The Chief of Police may selectively institute certain parts of this General Order in the event of a BPD member's natural death, serious illness, or serious injury.

3. DEFINITIONS.

Beneficiary: Those designated by the BPD member as recipients of specific death benefits.

Death benefits: Financial payments made to the family to ensure financial stability following the loss of a loved one.

Family Liaison Officer: Preferably a BPD member(s) who is close to the family and able to provide needed support without causing him/herself undue emotional stress.

Honor Guard: A special unit that provides assistance with funeral functions such as ushers, guards for the body, rifle salutes, bagpipers, and liaisons with other agencies' Honor Guards and representatives.

Incident Commander: The Captain (Division Commander) who is responsible for the sector or division from which the affected member came or his/her designee, who will oversee all line-of-duty death/natural death incidents and act as liaison with the Chief's Office.

Line-of-duty death: Any action, felonious or accidental, which claims the life of a BPD member who is performing work-related functions while on duty or who is performing work-related functions while off-duty.

Notification Team: At least two designees, appointed by the Incident Commander, who will follow the notification procedure.

S.T.I.C (Stress Traumatic Incident Committee): A team of police officers organized through Officer Alive that is specially trained in providing assistance to affected members and families who are involved in a traumatic incident.

Police Liaison Officer: Coordinator of events following the line-of-duty death to include liaison between the BPD and the family. Coordinates all benefits to which survivors are entitled. (This officer works closely with the City of Beaverton Human Resources Division Benefits Coordinator.)

Survivors: Immediate family members of the deceased BPD member, including spouse, children, parents, siblings, fiancé, and/or significant others.

5. NOTIFICATION. It shall be the responsibility of the Incident Commander to notify the next of kin of a Department member who has suffered severe injuries or who has died. The Incident Commander may personally make the notification or designate at least two Department members to make the notification.

- A. The Chief will be notified immediately by the Incident Commander.
- B. The Incident Commander should notify the Human Resources Division.
- C. Notification should ALWAYS be made in person and with more than one-BPD member present, as long as the survivors are in the area. A team could include a chaplain or other appropriate designee. Notification may also include the need to transport the next of kin to the treating medical facility. Upon receiving word of severe injury or death of a Department member, DO NOT WAIT! Immediately after notification, transport the next of kin to the treating medical facility.
- D. If an immediate survivor or a family member of the affected BPD member has a known medical problem such as a heart condition, high blood pressure, etc., medical personnel should be available at the time of the death notification.
- E. Take special care to avoid making a death notification on the doorstep. Once inside the home, find out who is present in the home in order to gather everyone together, to prevent some family members, especially children, from overhearing the news from another room inside the home.

F. If specifics of the incident are known, relay as much information as you have. Be sure to use the BPD member's name during notification. If the Department member has died, state that the Department member has died or is dead. Do not give a false sense of hope by using softer words such as "gone away" or "passed away."

G. If the family insists on driving themselves to the treating medical facility, a BPD member should accompany them.

H. If young children are in the home and childcare is required; the Notification Team shall assist in arranging for childcare. This may involve calling a co-worker, spouse(s), Peer Support, transportation for the children to the home of a friend or relative or similar arrangement.

I. Prior to departing for the treating medical facility, the Notification Team should call ahead to notify the medical personnel and the Police Liaison Officer of the family's impending arrival.

J. If possible, the parents of the deceased or severely injured BPD member should also be afforded the courtesy of a personal notification, as well as family support from the Department.

K. If immediate survivors live outside the area, the Incident Commander will ensure a personal notification by teletyping or telephoning the appropriate jurisdiction authority with details of the incident and will ensure that they give the notification.

L. The name of the deceased or severely injured BPD member(s) should never be released to the media until the specified next of kin are notified, and the Chief has granted permission for the release of the name(s). If the media discovers the name, they should be asked to respect the survivors and withhold the name pending notification of the next of kin.

6. ASSISTANCE FOR AFFECTED BEAVERTON POLICE DEPARTMENT MEMBERS.

A. In deadly force situations, involved members and witness members will be handled in accordance with **General Order 6.04.00**

B. In other cases where a member dies or is severely injured, members directly involved (as defined in G.O. 6.04.00,) may be given altered duty status (as outlined in G.O. 6.04.00) at their Division Commander's discretion.

C. Members who are adversely affected but not directly involved may be given altered duty status at their Division Commander's discretion.

D. The Incident Commander will ensure the names of all affected Department member(s) are given to the Chief. The Incident Commander, in cooperation with the

Human Resources Division of the City of Beaverton, will insure that each involved member is contacted and provided any needed resources.

7. ASSISTANCE AT THE MEDICAL FACILITY

A. Whenever possible, the Police Liaison Officer will ensure the family is greeted at the medical facility and given the updated condition of the BPD member upon their arrival.

B. The Police Liaison Officer will work with treating medical facility staff to ensure an appropriate waiting area is readied for the family, the Chief, and others as requested by the family. The Police Liaison Officer will also establish a separate waiting area for fellow BPD members and friends. In addition, the Police Liaison Officer will need to establish an appropriate staging area for the press.

C. The Police Liaison Officer will work with the Chaplain to ensure support is organized through S.T.I.C for all family members and affected BPD members as needed.

D. The Police Liaison Officer will ensure medical personnel relay pertinent information regarding a BPD member's condition to the family on a timely basis and prior to the information being released to others.

E. The Police Liaison Officer will ensure, to the degree possible, that all medical bills are directed to the appropriate persons in order to keep the family from receiving any of these bills at their house.

F. The Notification Team will remain with the family at the treating medical facility until the Family Liaison Officer(s) replaces them. (The Incident Commander will temporarily designate the Family Liaison Officer, in the event there is no officer or employee readily available to supply relief to the Notification Team, thereby providing continuous support for the family.) Either the Notification Team or the Family Liaison Officer will arrange for transportation home for the family, whoever happens to be present when the family needs to return home. If the designated team is unable to stay, arrangements will be made through the Police Liaison Officer to find replacements before they leave the family.

8. SUPPORT OF FAMILY DURING FUNERAL PLANNING.

A. Unless initiated by the family, no discussion of funeral arrangements will occur until 24 hours have passed from the time of death.

B. The Police Liaison Officer will coordinate with the Family Liaison Officer and family to lend assistance to the funeral planning process.

C. The Police Liaison Officer will coordinate the funeral plans of the family with the Incident Commander and the available resources of the Beaverton Police Department.

D. The PIO and the Police Liaison Officer will coordinate information for the media to assist the family and the Beaverton Police Department.

E. The Police Liaison Officer will coordinate in advance with the appropriate employee labor union, if applicable, the EAP Coordinator, and any other resources regarding any assistance offered and/or needed by the Beaverton Police Department or the family such as food, limousines, hotel rooms for out of town guests, etc.

F. The Family Liaison Officer will keep in contact with the Police Liaison Officer about any changing plans, needs, or desires of the family.

G. The Family Liaison Officer will work with the Incident Commander to ensure the family has contact on a daily basis for six to eight weeks, so long as such frequent contact is not contrary to the wishes of the family.

H. The Family Liaison Officer will work with S.T.I.C to ensure emotional support and food is provided to the family as needed.

9. THE BEAVERTON POLICE DEPARTMENT'S ROLE IN FUNERAL PLANNING.

A. The Police Liaison Officer, Incident Commander, a representative from the Traffic Division, a representative from the appropriate employee labor union, if applicable, the Chaplain and a representative from the Honor Guard, will meet as soon as possible after the family and their funeral director have met, to coordinate family and BPD plans.

B. The Incident Commander will present the concerns, ideas, and wishes of the BPD Command Staff, including discussion of financial arrangements for a reception, with updates, as the reception is being planned.

C. Representatives from the Honor Guard will present their concerns, ideas, and wishes.

D. An itinerary will be developed identifying the sites, initial traffic routes, and basic services as requested by the family.

E. Assignments for organization of activities will be made by the Incident Commander. A press release may be necessary at this time to give **preliminary** information on funeral plans.

F. Arrangements will attempt to be made and confirmed within 48 hours or sooner if necessary.

G. As soon as plans are finalized, the **Incident Commander** will be notified to begin producing a program. The Police Liaison Officer will provide them the necessary information.

H. The Human Resources Division may be contacted for employee pictures they have on file of the deceased. The family should be asked for their approval of any photographs used.

I. A final planning meeting will be called by the Incident Commander with all affected parties to discuss the plans and any further concerns.

J. Plans will be announced to the media through the PIO with the approval of the Chief and the family.

HONOR GUARD COORDINATOR

A. If appropriate, a teletype will be issued by the Honor Guard Coordinator to include:

1. Name of deceased.
2. Date and time of death.
3. Circumstances surrounding death.
4. Funeral arrangements (whether funeral is private or police service).
5. Uniform to be worn.
6. Expressions of sympathy in lieu of flowers.
7. Contact person's name and phone number/pager number for visiting departments.

B. Will arrange for the casket watch at the funeral home.

C. Will assist the family in obtaining any clothing/uniform items needed for dressing the deceased BPD member.

D. Will coordinate visiting agencies.

E. Will coordinate the ushering duties.

F. Will obtain a flag for presentation if appropriate.

G. Will coordinate with other agencies' Honor Guards.

H. Will work closely with the Incident Commander to provide any further assistance as directed.

POLICE LIAISON OFFICER'S ROLE

A. Will ensure the families are supported and cared for by the Beaverton Police Department and that the families' wishes are honored.

B. Will ensure all requests made of the Incident Commander are conveyed to the Incident Commander for his/her action(s), with care to avoid conflict with family wishes.

C. Will be responsible for gathering information on ALL benefits/funeral payments available to the family.

D. Will be responsible for filling out the appropriate paper work for benefits and will follow through to ensure the family is receiving benefits to which they are entitled.

E. Will set up and administer any special trust funds when appropriate.

F. In cooperation with the Human Resources Division will determine what the health benefits will be and if payments are necessary to continue the coverage for the family.

G. Will continue to contact and be a resource for the family to assist with arising problems as needed.

H. Will coordinate with the community, the family, and the Beaverton Police Department any honors or special requests.

I. Will assist the Family Liaison Officer with any court proceedings in the event of criminal violations and liaison with victim assistance specialists, district attorneys, and investigators.

J. Will provide information to professional organizations such as COPS, Fraternal Order of Police, etc.

K. Will provide on-going updates to the Beaverton Police Department, affected Division, and Mayor's office as needed.

L. Will provide, if applicable, on-going updates to the appropriate labor organizations, i.e., Beaverton Police Association and OPEU.

Chief of Police

Date